

# SELF-ASSESSMENT TOOL FOR PRIVATE CAAs

## Maximum Feasible Participation – Category 1: Consumer Input and Involvement

**Standard 1.1**      The organization demonstrates low-income individuals' participation in its activities.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Advisory group documents  
☐ Advisory group minutes  
☐ Activity participation lists  
☐ Board minutes  
☐ Board pre-meeting materials/packet  
☐ Volunteer lists and documents

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 1.2**      The organization analyzes information collected directly from low-income individuals as part of the community assessment.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Customer satisfaction policy and/or procedures  
☐ Customer satisfaction instruments, e.g., survey, data collection tools and schedule  
☐ Customer satisfaction reports to organization leadership, board and/or broader community  
☐ Board/Committee Minutes

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

## Maximum Feasible Participation – Category 2: Community Engagement

**Standard 2.1** The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Partnership documentation: agreements, emails, MOU/MOAs  
☐ Sub contracts with delegate/partner agencies  
☐ Coalition membership lists  
☐ Strategic plan update/report if it demonstrates partnerships

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 2.2** The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document (including appendices)  
☐ Other written or online reports  
☐ Backup documentation of involvement: surveys, interview documentation, community meeting minutes, etc.  
☐ Board/Committee or staff meeting minutes

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 2.3      The organization communicates its activities and its results to the community.****Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Annual report  
☐ Website, Facebook page, Twitter account, etc.  
    (regularly updated)  
☐ Media files of stories published  
☐ News release copies  
☐ Community event information  
☐ Communication plan

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 2.4      The organization documents the number of volunteers and hours mobilized in support of its activities.****Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Data on number of volunteers and hours provided  
☐ Board minutes  
☐ Documentation of tracking system(s)

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:**

## Maximum Feasible Participation – Category 3: Community Assessment

**Standard 3.1** The organization conducted a community assessment and issued a report within the past 3 years.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document with date noted

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 3.2** As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

**Organization Self-Assessment:**

- ☐ Not Met  
☐ Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document (including appendices)  
☐ Backup information including census and other demographic data

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 3.3** The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document (including appendices)
- ☐ Backup documentation
- ☐ Broader community-wide assessments
- ☐ Other data collection process on poverty
- ☐ Committee/team meeting minutes reflecting analysis

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 3.4      The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.**
**Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document (including appendices)
- ☐ Backup documentation
- ☐ Committee/team meeting minutes reflecting analysis

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 3.5      The governing board formally accepts the completed community assessment.**
**Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community assessment document
- ☐ Board minutes
- ☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

### **Vision and Direction – Category 4: Organizational Leadership**

**Standard 4.1** The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization’s programs and services are in alignment with the mission.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Strategic plan  
☐ Mission statement

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 4.2** The organization’s Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ CAP plan\*  
☐ Logic model  
☐ Community assessment

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 4.3** The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Certified ROMA trainer in the organization  
☐ Agreement with certified trainer not within the organization to provide ROMA services  
☐ Strategic plan (including appendices)  
☐ The community action plan (including appendices)  
☐ Meeting summaries of ROMA trainer participation

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 4.4** The governing board receives an annual update on the success of specific strategies included in the Community Action plan.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Community action plan update/report  
☐ Board minutes  
☐ Board pre-meeting materials/packet  
COE-developed Standards Assessment Tool – Self-Evaluation

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 4.5**      **The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Succession plan/policy  
☐ Short term succession plan

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 4.6**      **An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Risk assessment policy and/or procedures  
☐ Board minutes  
☐ Completed risk assessment tool  
☐ Risk assessment reports

**Other Documentation:**



**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

### **Vision and Direction – Category 5: Board Governance**

**Standard 5.1**      The organization's governing board is structured in compliance with the CSBG Act:

1. At least one third democratically-selected representatives of the low-income community;
2. One-third local elected officials (or their representatives); and
3. The remaining membership from major groups and interests in the community.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Board roster  
☐ Bylaws

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.2**      The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board policies and procedures
- ☐ Board minutes
- ☐ Bylaws

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 5.3      The organization's bylaws have been reviewed by an attorney within the past 5 years.****Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Bylaws
- ☐ Board minutes
- ☐ Attorney statement/invoice

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 5.4      The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.****Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes
- ☐ Board pre-meeting materials/packet
- ☐ Bylaws
- ☐ List of signatures
- ☐ Copies of acknowledgements

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.5**      **The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Board roster  
☐ Board bylaws

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.6**      **Each governing board member has signed a conflict of interest policy within the past 2 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Conflict of interest policy/procedures  
☐ Signed policies/signature list

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.7      The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.**

**Organization Self-Assessment:**

- ☐ Not Met  
☐ Met

**Documentation used: (Check all that apply)**

- ☐ Board policy/procedures  
☐ Board training materials  
☐ Board member acknowledgement/signature

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.8      Governing board members have been provided with training on their duties and responsibilities within the past 2 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Training agendas  
☐ Attendee list  
☐ Board minutes  
☐ Documentation of board attendance at offsite training conferences/events/webinars etc.

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 5.9      The organization's governing board receives programmatic reports at each regular board meeting.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Board pre-meeting materials/packet  
☐ Programmatic reports

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Vision and Direction – Category 6: Strategic Planning**

**Standard 6.1      The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes  
☐ Strategic plan

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 6.2**      The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Strategic plan

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 6.3**      The approved strategic plan contains family, agency, and/or community goals.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Strategic plan

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 6.4** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Strategic plan including appendices  
☐ Notes from strategic planning process  
☐ Customer satisfaction data/reports  
☐ Customer input data/reports

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 6.5** The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Strategic plan update/report  
☐ Board minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Operations and Accountability – Category 7: Human Resource Management**

**Standard 7.1**      **The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Personnel policies  
☐ Board pre-meeting materials/packet  
☐ Board minutes  
☐ Statement/invoice from an attorney reflecting the review

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 7.2**      **The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Employee handbook/personnel policies  
☐ Identified process for notifying staff of updates  
    (may be included within the handbook/policy)  
☐ Documentation of location and availability of  
    handbook/policies

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**



**Standard 7.3**      **The organization has written job descriptions for all positions, which have been updated within the past 5 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Organizational chart/staff list  
☐ Job descriptions  
☐ Board or committee minutes noting documents have been updated

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 7.4**      **The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 7.5**      **The governing board reviews and approves CEO/executive director compensation within every calendar year.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Board minutes
- ☐ Executive Director/CEO contract (if applicable)

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 7.6**

**The organization has a policy in place for regular written evaluation of employees by their supervisors.**

**Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Evaluation process/policy  
(likely found in personnel policies and procedures)

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 7.7**

**The organization has a whistleblower policy that has been approved by the governing board.**

**Organization Self-Assessment:**

- ☐ Met
- ☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Whistleblower policy
- ☐ Board minutes
- ☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 7.8 All staff participate in a new employee orientation within 60 days of hire.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Personnel policies/employee handbook  
☐ Orientation materials  
☐ Sampling of HR/personnel files for documentation of attendance

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 7.9 The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Training plan(s)  
☐ Documentation of trainings: presentations, evaluations, attendee lists  
☐ Documentation of attendance at offsite training events/conferences  
☐ HR/personnel files

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Operations and Accountability – Category 8: Financial Operations and Oversight**

**Standard 8.1**

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Completed audit

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.2**

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Completed audit  
☐ Management response to the audit  
☐ Board minutes

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.3      The organization's auditor presents the audit to the governing board.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Completed audit  
☐ Board minutes/committee minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.4      The governing board formally receives and accepts the audit.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Completed audit  
☐ Board minutes

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.5      The organization has solicited bids for its audit within the past 5 years.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (check all that apply)**

- ☐ Organization procurement policy  
☐ Documentation of bid process, including RFP/RFQ,  
list of vendors receiving notice, proof of any publication  
of the process  
☐ Board pre-meeting materials/packet

**other documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.6      The IRS Form 990 is completed annually and made available to the governing board for review.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ IRS Form 990  
☐ Board minutes  
☐ Board pre-meeting materials/packet  
☐ Documentation of 990 distribution to the board  
(mail, email, link)

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.7**

**The governing board receives financial reports at each regular meeting that include the following:**

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Financial reports as noted above  
☐ Board minutes/committee minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:****Standard 8.8**

**All required filings and payments related to payroll withholdings are completed on time.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Payroll tax documentation/filings  
☐ Insurance documentation (health, disability, flex accounts)  
☐ Retirement accounts documentation  
☐ Record of payments to state, federal, insurance and retirement accounts

**Other Documentation:****If not met, progress to date on meeting the Standard:****Action steps to be taken to meet the Standard:**

**Standard 8.9      The governing board annually approves an organization-wide budget.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Agency-wide budget  
☐ Board minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.10      The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Fiscal policies/procedures manual  
☐ Board minutes/committee minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**



**Standard 8.11** A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Procurement policy  
☐ Board minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.12** The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Cost allocation plan  
☐ Approved indirect cost rate

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 8.13** The organization has a written policy in place for record retention and destruction.

**Organization Self-Assessment:**

- ☐ Not Met  
☐ Met

**Documentation used: (Check all that apply)**

- ☐ Document retention and destruction policy

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 9.1      The organization has a system or systems in place to track and report client demographics and services customers receive.**

**Organization Self-Assessment:**

- ☐ Not Met  
☐ Met

**Documentation used: (Check all that apply)**

- ☐ CSBG Information Survey data report  
☐ Data system documentation and/or direct observation  
☐ Reports as used by staff, leadership, board or cognizant funder

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 9.2      The organization has a system or systems in place to track family, agency, and/or community outcomes.**

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Data system documentation and/or direct observation  
☐ Reports as used by staff, leadership, board or cognizant funder

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 9.3**      The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ Strategic plan update/report  
☐ Other outcome report  
☐ Notes from staff analysis  
☐ Board minutes  
☐ Board pre-meeting materials/packet

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**

**Standard 9.4**      The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.

**Organization Self-Assessment:**

- ☐ Met  
☐ Not Met

**Documentation used: (Check all that apply)**

- ☐ CSBG Information Survey Data Report  
☐ Email or upload documentation reflecting submission  
☐ Backup documentation gathered agency-wide to support the is submission

**Other Documentation:**

**If not met, progress to date on meeting the Standard:**

**Action steps to be taken to meet the Standard:**